

RFP 15-11
Nonprofit Corporations and Charities Training Program
Addendum 1 Questions and Answers

Q1: Are you looking for someone to create a program for a specific curriculum that already exists" Or are you looking for someone to create a program for the Charities Advisory Council? I'm a little confused as to what you are looking for.

A1: We have a list of topics from the Charities Advisory Council and we're looking for a vendor to develop a curriculum which includes materials and learning objectives associated with those topics.

Q2: Your reply helps, but it would help to have a general idea of the topics. If the topics cover subject matter in the leadership and or communication areas, then I'm your guy. If the program needed revolves around Human Resources and or marketing, then someone else would be better suited.

A2: RFP 15-11 includes "Exhibit C" which is the list of topics developed by the Charities Advisory Council's Education Program Subcommittee. The list is somewhat specific and should be of tremendous assistance.

Q3: Is the Secretary of State's Office looking to make one grant that will subcontract out for the different types of trainings, or in the alternative, will the SOS be interested in making smaller grants to different organizations to do different parts of the RFP?

Do you have geographic locations of where the training should be held identified? I see in the RFP that the trainings will be held throughout Washington "according to the distribution of nonprofit corporations and charities throughout the state." I'm wondering if you have information available that specifies what that distribution is, and what the expected deliverable will be with respect to the location of the 24 trainings

A3: The Secretary of State's intent is to award one grant to one successful vendor. The successful vendor has the option to subcontract out section(s) of the contract. The Project management section of the RFP discusses subcontractors and requires the successful vendor to provide notification of who will be assigned to the contract and what their responsibilities and qualifications will be. If a subcontractor is used, the relationship and funding agreement is between the successful vendor and the subcontractor(s).

Our primary expectation is that western Washington and eastern Washington receive equal access to training. We do have information available within our system and we expect to work with the successful vendor on more specific locations.

Q4: Will the registration system and process be the responsibility of the contractor, or will OSOS handle registration from your website? If the former, will OSOS put a link on your website to direct those who want to register?

A4: Our office is open to either of these processes, but will look to responding vendors to propose their recommendation.

Q5: Is OSOS data re the distribution of nonprofits throughout the state available prior to the proposal deadline?

A5: A data download of the registered corporations is available by visiting the corporations' web page at https://www.sos.wa.gov/corps/search_advanced.aspx . The download feature is located at the top, right-hand side of the page. The nonprofit distribution can be pulled from that data.

Q6: Will OSOS personnel be present at the training sessions, and, if so, what role(s) will they have?

A6: It's not our intention to have OSOS personnel attend the sessions. We expect the vendors to have or to develop the expertise to conduct these sessions.

Q7: Are representatives from related agencies (DOR, ESD, etc.) available for presentations and, if so, at what cost?

A7: We do not know at this time.